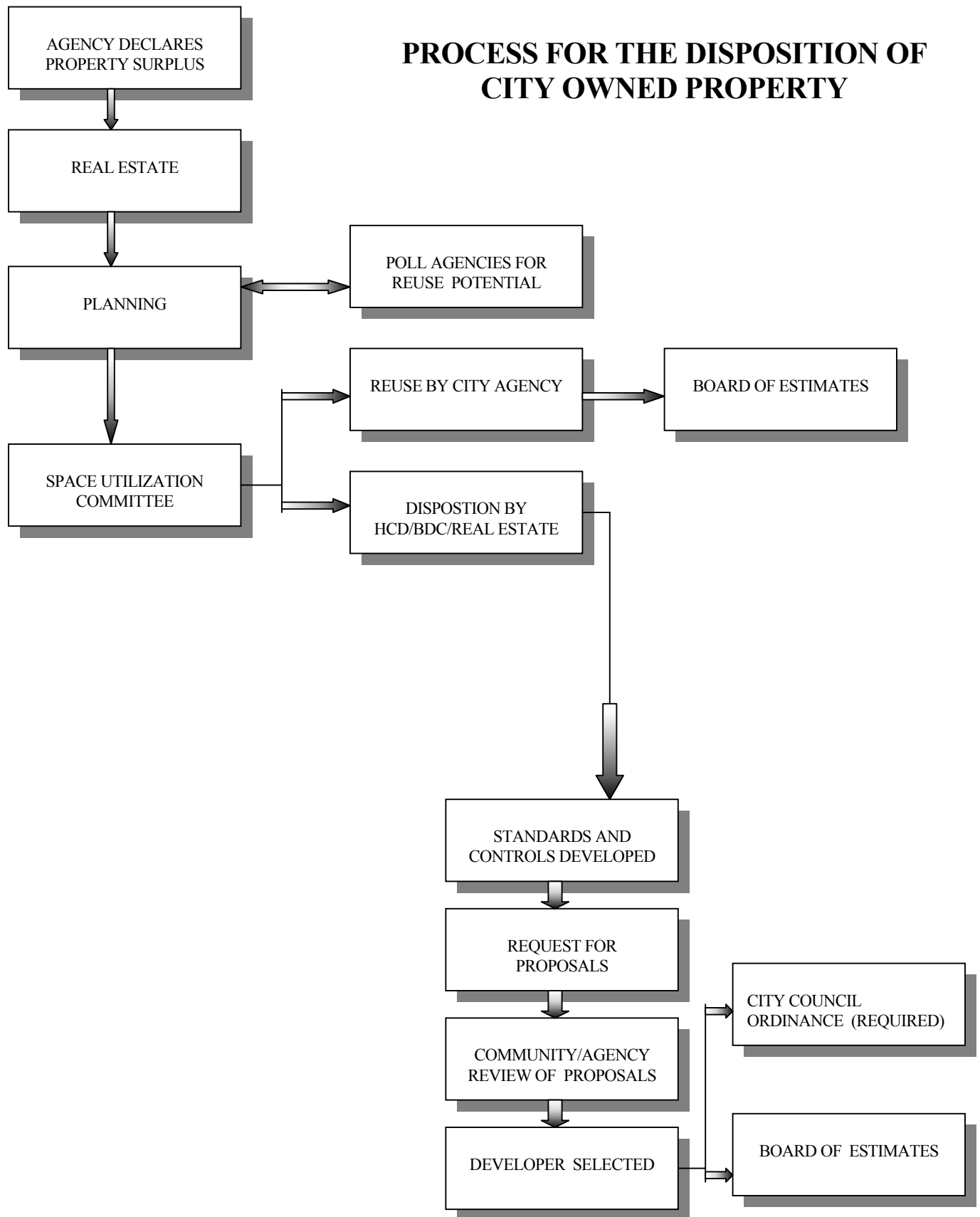


## PROCESS FOR THE DISPOSITION OF CITY OWNED PROPERTY



1. Figure 1 illustrates that the process for disposition of City-owned property begins when the operating agency contacts the Department of Real Estate declaring the property surplus.
2. Within 10 days after being contacted, the Department of Real Estate notifies the Space Utilization Committee and the Department of Planning that the operating agency has declared a specific property surplus. The Department of Real Estate then polls each City Council member representing the district where the surplus property is located, all city agencies and the Mayor's Office, to advise them of the Surplus availability of the property. Agencies have twenty-one (21) days to respond, if interested.
3. Within twenty-one (21) days after the agency responses are due, the Department of Real Estate notifies the Space Utilization Committee of any City agency's interest or recommends disposition of the property to the Department of Housing and Community Development, Baltimore Development Corporation, or the Department of Real Estate.
4. Next, the Department of Real Estate refers the Department of Planning's recommendation to the Space Utilization Committee for an action. The Space Utilization Committee reviews the Department of Planning's recommendation and if the property is to be sold determines the city agency/department for final disposition.
5. The actual disposition of the property begins when standards and controls are developed for the reuse of the property. After standards and controls have been developed the City issues a Request for Proposal for sale and development of the property. Click "How to Participate" for a list of specific information required in a proposal. All proposals received are reviewed by the City agency responsible for disposition, as well as, community representatives. The Mayor's Office is informed of all proposals that are received.
6. Once a winning proposal is selected, exclusive negotiation rights are issued for six (6) months. After final negotiations are completed with the developer, a disposition agreement is forwarded to the developer to be reviewed. If the developer accepts agreement and is ready to proceed with developing the property, then the disposition agreement is forwarded to the Law Department for review. The Board of Estimates provides the final review of the disposition settlement.
7. All properties to be sold require a sales ordinance, with the exception of properties specified for disposition in an Urban Renewal Plan.
8. A Sales Ordinance is developed by the Department of Legislative Reference for the sale of property. The selling agency is responsible for obtaining such an ordinance.
  - A. The ordinance for the sale is introduced by a City Council Representative from the district where the property is located. The bill is assigned to the Taxation and Finance Committee for public hearing and approval.
  - B. The ordinance is then referred to the Planning commission and other City agencies for review. The Planning Commission schedules the bill for a regular public hearing.
  - C. Next, the City Council Taxation and Finance Committee arranges for a public hearing on the ordinance.
  - D. If the committee reports favorably, the full council votes on the measure (There are two votes: second and third reader)
  - E. Finally, the Mayor signs the ordinance as part of the final approval.